



Department of Education & Training

Early Childhood & School Education Group

2 Treasury Place
East Melbourne, Victoria 3002
Telephone: +61 3 9637 2000
DX 210083
GPO Box 4367
Melbourne, Victoria 3001

2018 ASSISTANTS TO TEACHERS OF JAPANESE PROGRAM (ATJP)

SCHOOL GUIDELINES

2018 ATJP GUIDELINES

1. Overview

The Assistants to Teachers of Japanese Program (ATJP) places high calibre volunteer graduates from Japan in Victorian government and non-government schools for between 9 - 12 months. The program supports the Victorian Government's commitment to improve the quality of languages programs in Victorian schools.

The ATJP is an initiative of the Department of Education and Training (DET) with partner universities in Japan.

Japanese language assistants can share their knowledge of the Japanese language and culture and provide opportunities for staff and students to increase their fluency in Japanese. They can provide verification of both written and spoken forms of Japanese and can promote the understanding of other languages and cultures in the broader school community.

Assistants are placed in schools to support a qualified Japanese teacher with the development and delivery of a Japanese language program for Victorian students. **A language assistant must never be expected to assume the role of a teacher and must always work under the supervision of a qualified language teacher.**

In 2018 schools are requested to provide a weekly stipend of \$120 to cover the cost of incidental expenses incurred by the assistant, directly to the assistant.

2. Program objectives

The ATJP aims to:

- support schools to deliver quality Japanese language programs through the placement of native-speaking assistants
- enrich Victorian teachers' and students' knowledge and understanding of Japanese language and culture
- support the promotion of Japanese language and culture in school communities
- provide opportunities for teachers and students to increase their fluency in Japanese
- support ongoing cultural exchange between Australia and Japan.

3. School eligibility and assessment criteria

3.1 School eligibility criteria

To be eligible to participate in the ATJP, schools must:

- employ a qualified teacher(s) of Japanese language to provide the Japanese language program
- provide the Japanese language program for a minimum of 18 hours per week. (If two schools are sharing an assistant, then the combined Japanese programs must also be delivered for a minimum of 18 hours per week).

3.2 School assessment criteria

Applications from schools will be assessed against the following criteria:

1. The school(s) demonstrates a strong commitment to the teaching of the language (e.g. evidence that languages are identified as a priority in the schools' Strategic Plans; goals/ targets are included in the

Annual Implementation Plan; a demonstrated increase in students enrolled in the languages program; or other school initiatives to promote and improve languages education).

2. The school(s) demonstrates how the quality of its Japanese languages program would be improved through the support of a Japanese language assistant during and after the placement.
3. The school(s) outlines a sound strategy for supporting the wellbeing of the Japanese language assistant during the placement, including the provision of accommodation and transport.
4. The school(s) outlines a sound strategy for providing professional support and development opportunities for the Japanese language assistant, including the appointment of a mentor (e.g. participation in language conferences, regional professional learning activities and network meetings).

4. Responsibilities of the Department of Education and Training

The Department or its nominated service provider will:

- coordinate the Program, including the school application and allocation process
- liaise with partner universities in Japan to recruit, assess and select the assistants
- liaise with the assistants before their arrival and support them to obtain a Special Program (subclass 416) visa from the Australian Department of Immigration and Citizenship
- provide an arrival orientation program for the assistants
- liaise with the assistants and schools to address issues as they arise
- direct assistants and schools to information relevant to the placement (e.g. Working with Children Check)
- liaise with the Melbourne Centre for Japanese Language Education to provide the assistants with professional learning sessions through the year.

5. Responsibilities of the School*

5.1 Responsibilities of the Principal

The Principal is responsible for overseeing the placement of an assistant and will:

- ensure that the assistant is provided with suitable accommodation for the duration of the placement, (including during school holidays) which meet the requirements outlined in **Attachment 1**
- ensure that the assistant is provided with a weekly stipend of \$120
- ensure that the assistant does not assume the role of a teacher and does not teach unsupervised
- nominate an appropriate staff member as the ATJP Liaison Contact to provide suitable supervision, co-ordination and guidance to the assistant
- oversee the welfare of the language assistant during the placement and respond in a timely manner if any issues arise
- ensure that the assistant is provided with a school-based orientation and induction upon arrival
- ensure that the assistant is provided with a personal workspace in the school
- ensure that the assistant is supported with professional learning opportunities
- coordinate logistics with the Principal of the other school if the assistant is being shared by two schools (e.g. timetable, transport to/ from schools)
- arrange for the assistant to be picked up from the airport upon arrival in Melbourne and dropped off accordingly upon departure
- provide a school representative to attend the assistants' orientation (see Section 7 below).

** If two schools are applying to share an assistant, one of the schools must be nominated as the Base School. The Base School Principal will be responsible for overseeing the placement and for ensuring the two schools meet the responsibilities outlined in this Section.*

5.2 Responsibilities of the ATJP Liaison Contact

A key contact in the school must be nominated as the ATJP Liaison Contact.

The ATJP Liaison Contact will:

- liaise between the school(s), the assistant and the Department or its nominated service provider over matters that arise relating to the Program
- coordinate the day-to-day activities of the assistant in consultation with the assistant and other staff
- monitor the welfare of the assistant and respond in a timely manner if any issues arise
- coordinate accommodation for the language assistant and respond in a timely manner if any issues arise
- liaise directly with the assistant before arrival in Victoria, to provide them with information about the school(s) and the broader community
- attend the assistants' orientation (see Section 7 below)
- liaise with the assistant to develop a timetable outlining the classes in which they will participate
- ensure lesson planning and preparation with the assistant occurs on a weekly basis
- help the assistant to complete a Working with Children Check and any other forms required by the school(s)
- identify professional learning opportunities that may benefit the assistant and support them to undertake such opportunities
- ensure that there are opportunities for the assistant to integrate into the broader school community (e.g. invitations to functions and excursions outside the scheduled language lessons) to extend the language and relationships beyond the Japanese classroom
- liaise with other Japanese language teachers to ensure the assistant is receiving the appropriate level of support to undertake their role.

6. Role of a volunteer Japanese language assistant

An assistant is assigned to a school (or two schools) to assist a qualified Japanese teacher(s) in the preparation and delivery of the Japanese language program. **A language assistant should never teach unsupervised or assume responsibility for a school's language program.**

The assistant will attend school for approximately 30.5 hours per week over a five-day week. Face to face contact with students will be up to approximately 18-22 hours per week, to be negotiated at the school level between the school and the assistant. The assistants are undertaking a volunteer placement and the stipend covers some of the assistants' incidental costs but does not equate to employment.

6.1 Student and teacher support

- Work with individual or small groups of students undertaking language learning activities
- Provide feedback to students on correct language usage
- Model correct language usage (e.g. pronunciation and idiom)
- Team-teach alongside the Japanese language teacher(s)
- Assist the delivery of face-to-face or online cultural activities
- Contribute to professional development sessions for language teachers
- Provide native-speaker expertise to teachers on use of the language
- Provide advice to teachers on current cultural conventions (e.g. pop culture).

6.2 School curriculum support

- Contribute to curriculum planning and resource development
- Contribute to the development and maintenance of digital language resources (e.g. FUSE, e-learning books, class wiki)

- Provide support for school-based language program initiatives (e.g. sister school, school open night, language day)
- Contribute to the development of language teaching and learning materials that require expert knowledge of the target language (e.g. multimedia recording of native-speaker voice).

6.3 Other support that a volunteer assistant may provide

- Participate in initiatives or projects that promote the language (e.g. language speaking contest, student immersion camp, student forums)
- Assist with the delivery of language and cultural activities either face-to-face or online
- Help to facilitate language or cultural professional learning workshops for teachers
- Present at regional or professional teacher association language conferences
- Participate in activities that promote language learning and intercultural understanding in the broader community (e.g. regional showcase events, forums).

7. Arrival orientation

The Department or its nominated service provider will provide an orientation program for the assistants to prepare them to undertake their role in the school(s). The orientation will take place at the beginning of Term 2, 2018. A representative from the school (e.g. the ATJP Liaison Contact or the Japanese teacher) will be required to attend the orientation to participate in activities with the assistant. At the end of the orientation, the school representative will need to accompany the assistant to the homestay. Further information about the orientation will be provided in Term 1, 2018.

8. Key dates

School applications close	15 September 2017
DET receives and assesses applications from partner universities	October 2017
DET matches schools and assistants	October 2017
Schools and assistants notified	November 2017
Assistants arrive in Melbourne	Mid-April 2018
Orientation	Tuesday 17 April 2018

9. Contact information

If you have any questions about the ATJP please contact Kylie Farmer on 0421 963 710, or via email at kyliefiona@gmail.com

2018 Assistants to Teachers of Japanese Program

Assistant Accommodation - School Requirements

To participate in the ATJP, the school(s) must provide accommodation and meals for the assistant for the duration of the placement (including school holidays), the costs of which are not to be borne by the assistant.

This could either be homestay with families in the school community (with three meals a day provided), or through a rented house/apartment (where the assistant would receive a food allowance and prepare their own meals).

If homestay accommodation is to be provided, then the school(s) agrees to:

- Provide appropriate support to the homestay to ensure the wellbeing of the assistant. This could include providing financial support to the homestay to offset the costs associated with accommodating the assistant. Homestay should include provision of:
 - A bedroom for the assistant's exclusive use
 - Three meals a day, seven days a week
 - Facilities including a bed, wardrobe, towels and linen
 - Gas, electricity, heating and water

Note: The Department recommends an amount of \$230 per week for homestay, however, the school has the right to negotiate a higher or lesser amount directly with the homestay.

- Ensure that the assistant is provided with daily transport to and from school, the costs of which are not to be borne by the assistant. Assistants must not be required to hire, lease or purchase a vehicle for travel to/from or between schools.
- Ensure that the homestay accommodation is not further than 1 hour from the school(s) by public transport.
- Ensure that the assistant does not have to change homestay accommodation more than once per term.

If a rented house/apartment or similar lodging is to be provided, then the school(s) agrees to:

- Cover all costs of the accommodation.
- Ensure that the assistant is provided with funds to cover three meals per day, as well as daily transport to and from school, the costs of which are not to be borne by the assistant. Assistants must not be required to hire, lease or purchase a vehicle for travel to/from or between schools.
- Ensure that the accommodation is not further than 1 hour from the school(s) by public transport.
- Endeavour to ensure that the assistant does not have to change accommodation more than once per term.